



CIRCLES OF EXCELLENCE

Parameters for Period 3	How to Earn a Point	Curriculum
Participated in at least one trade show (Regional or National in Jan/Feb)	Register for an online trade show or live trade show on Marketplace Tools	OPS - 5 SALES - 10
Submitted the Board of Directors Quarterly Report for Q3 (from Nov to Jan)	Submit the report to the Board of Directors Quarterly Report Form	MGT - 8
Participated in a local or regional qualifying round of the Business Plan Competition	Submit oral presentation slides through the Competitions Manager	MGT - 6 MRK - 8 FIN - 12 DESIGN - 10
Participated in a local or regional round of the FIN, HR, or MRK competitions	Submit presentation slides through the Competitions Manager	FIN - 12 HR - 10 HR - 13 MRK - 5
Participated in the National E-Commerce Website Competition	Submit company website URL through the Competitions Manager	IT - 5 DES - 8
Participated in the National Video Commercial Competition	Submit video commercial through the Competitions Manager	MRK - 12
Processed at least one Payroll (Jan/Feb)	Submit payroll to employees through the Firm Bank Account	ACCT - 10 ACCT - 11
Processed at least one Rent payment (Jan/Feb)	Submit payment to VE Realty (Account #630907080) through the Firm Bank Account or notify RD of rent payment to a VE firm	FIN - 2 BR - 3
Processed at least one Utilities payment (Jan/Feb)	Submit payment to VE Utilities (Account #630907072) through the Firm Bank Account or notify RD of utilities payment to a VE firm	FIN - 2
Proof of sales made by the firm to individuals or other VE businesses	Evidence of sales in the Firm Bank Account	OPS - 2
Evidence of student transactions (purchases made from student accounts in Jan/Feb with 80% of the students making at least one transaction)	Student purchase product/service from another firm through their Personal Student Bank Account	PF - 3.1 OPS - 3
Submitted the 941 Withholding Payroll Tax Form (Jan/Feb)	Submit the 941 Withholding Payroll Tax Form	ACCT - 10 FIN - 18
Processed the 941 Remittance payment (Jan/Feb)	Submit 941 remittance payment to VE Payroll Tax (Account #630907102) through the Firm Bank Account	ACCT - 10 FIN - 18



CIRCLES OF EXCELLENCE

Submitted the Sales Tax Form (Jan/Feb)	Submit the State and Local Sales Tax Form	FIN - 17
Submitted the Sales Tax Payment (Jan/Feb)	Submit sales tax payment to VE Sales Tax (Account #630907099) through the Firm Bank Account or notify RD as firm that does not require sales tax	FIN - 17
Evidence of firm website creation	Attached firm website to firm profile in Marketplace Tools	IT - 5